U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	**LEGAL ADMINISTRATOR**
DEPARTMENT:	**Senate Chief Counsel for Employment**
SALARY RANGE:	**$67,895 - $105,236**
CONTACT	Human Resources Room SH-231B Hart Building E-mail: resumes@sec.senate.gov Fax: 202-228-3603
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at1(800) 877-8339 TTY
POSTING DATE:	February 10, 2012
DEADLINE FOR APPLICATIONS:	**February 24, 2012** Applications will NOT be accepted after 6:00 p.m. E-mail, fax or hand-deliver applications. **E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.**
VETERANS' PREFERENCE:	Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

LEGAL ADMINISTRATOR

Department: Senate Chief Counsel for Employment Office
Reports to: Senate Chief Counsel for Employment

NATURE OF WORK

This is supervisory, administrative work managing the administrative staff and functions of the Office of Senate Chief Counsel for Employment (SCCE). Work includes coordinating work schedules and duty assignments, evaluating performance of support staff, maintaining office's administrative files, and maintaining office network system and peripheral equipment. Work is bound by Federal Rules of Civil Procedure and standard office procedures and protocol, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the general supervision of the Senate Chief Counsel for Employment.

ESSENTIAL FUNCTIONS

Manages and oversees all SCCE administrative staff; sets objectives and goals and measures performance of the work of support staff; provides guidance and ensures compliance with office policies and procedures; makes recommendations for hiring, terminating, rewarding, and disciplining support staff; reviews and approves leave; develops, administers, and communicates SCCE office polices; prepares documentation and provides orientation to all SCCE new hires; produces personnel reports for Chief Counsel as needed.

Manages and oversees all SCCE office operational functions; develops and implements processes to maximize efficiency of work flow and minimize errors; develops office policies and procedures on work flow and records retention; office space planning and design; ensures that office facilities and equipment are well maintained; oversees maintenance and replacement schedule for office furniture and equipment; serves as SCCE office liaison to other Senate offices.

Maintains and oversees office budgets and accounting records; tracks all invoices and travel expenses for payment and verifies accuracy of accounting records and authority to pay invoices; resolves discrepancies with vendors.

Assists attorneys with preparation and review of service contracts; works closely with the Office of the Secretary Executive Office and Committee on Rules and Administration to verify compliance with Senate service contract procedures; prepares official correspondence and edits, proofreads, and conducts research as needed.

Serves as SCCE COOP Action Officer and Emergency Coordinator; serves as the back-up systems administrator for the SCCE office and ensures efficient operation of all SCCE IT resources.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in Legal Administration or a related field with five to eight years' office experience; or an equivalent combination of education and experiences that provide the following knowledge, skills, and abilities:

Knowledge of legal profession technology, trends, and innovations.

Knowledge of federal court systems and procedures.

Knowledge of business English, spelling, and business math.

Ability to supervise and manage staff.

Ability and willingness to delegate.

Ability to implement operational guidelines and procedures.

Ability to install, troubleshoot, test, and solve computer problems, reconfigurations, installations, etc.

Ability to reconcile and maintain accurate accounting records.

Ability to maintain confidentiality and professionally handle sensitive matters and materials.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Ability to work extended and unscheduled hours as dictated by case load and filing deadlines.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.